



9510

# Office Orders

(From 3-1-1338 to 17-12-1340 Fasli)

Finance Department

H.E.H. the Nizam's Government



آفس آرڈر (۱)

مورفہ ۲ - آذر ۱۳۳۸ ف

مثل صیغہ عدالت (۱۵/۳۳) بابت ۱۳۳۷ ف

ذریعہ آفس آرڈر نمبر (۱۷) مورفہ ۳ - مہر ۱۳۳۶ ف، جملہ صیغہ جات کو

ہدایت دی گئی تھی کہ عالیجناب نواب سر صدر المہام بہادر فیئانس کے

ملاحظہ میں جو اردو کیفیتیں پیش ہوتی ہیں اُن میں رقم کا اندراج

بجائے رقمی ہندسوں کے یا تو عربی اعداد میں ہونا چاہیے یا انگریزی

اعداد میں، مثلاً اگر پچیس لکھنا ہو تو بجائے (عش) لکھنے کے (۲۵) یا

(-/25) لکھا جائے۔

لیکن یہ دیکھا گیا ہے کہ بعض صیغہ جات سے اس کی تعمیل صحیح طور پر

نہیں ہو رہی ہے یعنی رقمی ہندسے بھی دئے جا رہے ہیں اور اعداد بھی

یعنی (۲۵)۔

چونکہ اس عمل سے بجائے سہولت کے اعداد کے پڑھنے میں دقت

ہوتی ہے اس لئے عالیجناب نواب سر صدر المہام بہادر فیئانس

ارشاد فرماتے ہیں کہ سابقہ آفس آرڈر کی سختی کے ساتھ پابندی

کی جائے، یعنی رقم کا اندراج صرف عربی یا انگریزی اعداد میں

ہو کرے مثلاً پچیس لکھنا ہو تو (۲۵) یا (-/25) لکھیں فقط

مشرعہ مستط

جناب نواب فخر یار جنگ بہادر - معتمد فیئانس



مورخہ ۲۲ - آؤر سف ۱۳۳۸

مثل (۱۳۵) عطیات بابتہ سف ۱۳۳۶

جملہ صیفہ جات محکمہ ہذا کو ذریعہ ہذا اطلاع دیجاتی ہے کہ آئندہ سے  
گزارشات اور درخواستوں میں راجہ "نریندر بہادر" کے نام کے  
وقت کا نام لکھنے کی ضرورت ہو تو بعض "راجہ نریندر بہادر" کے  
"مہاراجہ نریندر بہادر" لکھا جائے فقط

حسب الحکم عالیجناب نواب سر صدر الامام بہادر فیمناس  
شہر مدستخط

مولوی سید عمر ابوالطالب صاحب  
مد و گار منتمہ فیمناس

22-1-38.

### OFFICE ORDER.

3.

F. S.

I had in an office order laid down that opinions which I wanted to issue under my signature would be marked by me definitely as such. I think it will be sufficient if below my initials I put down merely "F. M.," which could then indicate that the opinion on the Guzarish or the fair copy of the letter should issue under my signature.

(Intd.) A. H.

22-1-38.

26th Azur 1338 F.

4.

As at present arranged I propose leaving this for Bombay to attend a meeting of the Shahabad Cement Company on the 5th

6th November, where I will stay for about a week. I hope to be back here on or about the 19th November.

All papers, English and Urdu, should be sent to me from day to day as usual as under :—

Papers of Saturday 3rd and Sunday 4th, should leave by the mail of Monday the 5th, so as to reach me on Tuesday, the 6th without fail. They should be addressed *c/o Poste Restante, Bombay*. If they cannot reach me on the 6th they should be sent on to Karachi.

*Tel. Add.*—Tyabjee, Bombay.

Papers from the 5th to the 8th November should be sent to Karachi to the following address :

*c/o* HATIM B. TYABJI, ESQR.,

Barrister-at-Law,

*Sunny Side,*

KARACHI.

*Tel. address.*

*c/o* HATIM TYABJI,

*Sunny Side,*

KARACHI.

Friday the 9th and from Sunday the 11th up to Tuesday the 13th are holidays. If there are any papers during this period they may be sent to Bombay to await my arrival, as also the papers of Saturday the 10th and of Wednesday the 14th and Thursday the 15th November.

The papers of Saturday, the 17th should be sent to meet me at Dhond on the 18th, unless I wire to the contrary.

A copy of this should be sent to the C. & I. Secretariat (C. C. S Section) for information, with a request that they should send their papers to the F. O. in time for being put in the F. O. bags.

(Intd.) A. H.

25-1-38.

## 5.

In continuation of H. F. M's. order of 25th Azur 1338 F., as Mr. Mohsin is not accompanying the H. F. M. it is proposed not to send him Urdu cases at all. If any of the Urdu files is found to contain matters which it is necessary or desirable to be brought to the notice of the H. F. M. the noting on this file for submission to the H. F. M. will be in English.

2. Even where noting is in English sometimes the draft opinion is put up in Urdu. During the absence of the H. F. M. on tour the draft opinion in such files should also be in English.

(Intd.) F. Y. J.

25-1-1338 F.

26-1-38.

All the Segas should be in a position to be able to state at a minute's notice as to how much sanctions from Reserves with respect to every department have been (1) agreed to by the Finance department and (2) actually ordered to the Accountant-General. It will be necessary for the Segas to keep a small Register in detail of each department. The Superintendents of the Segas are made personally responsible to see that the Registers remain posted correctly and up to date.

(Intd.) F. Y. J.

26-1-38.

5th Isfandr 1338 F.

## 7.

The following vacancies which exist in the Finance Office :—

1. First Grade created by retirement of Mr. Beni Bahadur.

Second Grades vacated by the deceased Messrs. Gulam Dustagir, Abdul Latif and Abdul Majid.

2. For the First Grade vacancy arrangements will be declared later.

3. The following five hands were appointed to act as S. P. T. for the 5 second grade clerks sent to British India :—

Mr. Abdul Manan, B.A.,

Mr. Abdur Razack, Int.

Mr. Khwaja Kalimullah, B.A.,

Mr. Prithanlal from A.-G's. office.

Mr. Ghulam Hydar Khan.

Out of the five clerks sent to British India Messrs. Md. Sayeed Khan and Syed Md. Hussain have returned. Thus there are 3 permanent and 3 S. P. T. vacancies in the second grade. The 5 hands mentioned above will continue S. P. T. as before and against the sixth Mr. Ghiasuddin Shustri, B.A., now holding Court of Wards temporary second grade appointment will be put S. P. T. The second grade temporary post in Court of Wards Segha held by Mr. Ghiasuddin Shustri will go to Mr. Tajmul Hussain, B.A.

4. In lieu of two posts 45-90 in H. F. M's. Peshi two posts (40-80) will be created and one more post of (40-80) out of Reserve

provided in FINANCE office. The following three are appointed temporarily to these three third grade vacancies :—

1. Abdul Kadir, recognised candidate.
2. Wahed Hussain, cousin of Hakim Maksud Ali.
3. Imamuddin, Urdu Typist.

5. The Mines Secretariat consisting of one first grade, two second grade and three third grade clerks will be amalgamated with the Finance Secretariat Establishment.

The total strength of the Finance office will thus be 93 including six hands of Mines Secretariat and three permanent hands of Court of Wards and three temporary 3rd grade hands mentioned in para. 4.

6. These 93 clerks will be posted as follows :—

|  |    |    |    |    |
|--|----|----|----|----|
| 1. English Branch  | .. | .. | .. | 10 |
| 2. Typing and Issue Branch   | .. | .. | .. | 9  |
| 3. Miscellaneous   | .. | .. | .. | 8  |
| 4. Accounts Branch   | .. | .. | .. | 9  |
| 5. P. W. D. Branch   | .. | .. | .. | 6  |
| 6. Atyat Branch  | .. | .. | .. | 6  |
| 7. Mal Branch  | .. | .. | .. | 6  |
| 8. Fouj Branch   | .. | .. | .. | 6  |
| 9. Adalat Branch   | .. | .. | .. | 8  |
| 10. Court of Wards Branch Administration Report Industrial Secretariat | .. | .. | .. | 9  |
| 11. Railway  | .. | .. | .. | 7  |
| 11-A. Railway Shares   | .. | .. | .. | 1  |
| 12. Peshi Branch   | .. | .. | .. | 4  |
| 13. Mines work under the Director, Mines                               | .. | .. | .. | 2  |
| 14. Reserve  | .. | .. | .. | 2  |

7. The posting of the clerks will be as follows :—

#### 1. *English Branch.*

|                              | Grade  |                                  |
|------------------------------|--------|----------------------------------|
| 1. Mr. Nazir Hussain Siddiqi | .. 1st |                                  |
| 2. „ S. A. Bhogle            | .. 2nd |                                  |
| 3. „ Syed Mohd. Hussain.     | .. „   |                                  |
| 4. „ Ghouse Mohiuddin        | .. „   | On deputation for<br>Accts. Trg. |
| „ Abdur Razack               | .. „   | S. P. T.                         |
| 5. „ Mohd. Ali               | .. „   |                                  |
| 6. „ Hidayat Abbas           | .. 3rd |                                  |
| 7. „ Syed Ahmed              | .. „   |                                  |
| 8. „ Adil Shah Khan          | .. „   |                                  |
| 9. „ Shaikh Adam             | .. „   |                                  |
| 10. „ Viswanadam             | .. „   |                                  |

2. *Typing and Issue Branch.*

|                           | Grade.                   |
|---------------------------|--------------------------|
| 1. Mr. Venkatachalam ..   | ..2nd                    |
| 2. „ Doraiswamy Naidu ..  | .. „                     |
| 3. „ Mahomed Yousuf ..    | .. „                     |
| 4. „ Ghulam Hydar Khan .. | ..3rd 2nd grade S. P. T. |
| 5. „ Anantha Rao ..       | .. „                     |
| 6. „ Abdul Karim ..       | .. „ Inder Singh Ag.     |
| 7. „ Srinivas Rao ..      | .. „                     |
| 8. „ Imamuddin ..         | .. „ Temporary.          |
| 9. „ Collins ..           | .. „                     |

3. *Miscellaneous Branch.*

|                           |       |
|---------------------------|-------|
| 1. Mr. Jehangirji ..      | ..1st |
| 2. „ Qasim Khan ..        | ..3rd |
| 3. „ Mir Mahbub Ali ..    | .. „  |
| 4. „ Abdulla Khan ..      | .. „  |
| 5. „ Ahmad Khan ..        | .. „  |
| 6. „ Mir Akbar Hussain .. | .. „  |
| 7. „ Mir Kausar Ali ..    | ..3rd |
| 8. „ Mir Ilyas Ali ..     | .. „  |

4. *Accountants Branch.*

|                              |                                       |
|------------------------------|---------------------------------------|
| 1. First Grade vacant ..     | ..                                    |
| 2. Mr. Abdul Wasay ..        | ..2nd                                 |
| 3. „ A. M. S. Quraishi ..    | .. „ On deputation for<br>% training. |
| „ Preetam Lal ..             | .. „ S. P. T.                         |
| 4. „ Md. Abdul Kabir Khan .. | .. 3rd                                |
| 5. „ Yusuf Ali ..            | .. „                                  |
| 6. „ Syed Yusufuddin ..      | .. „                                  |
| 7. „ Muzaffaruddin ..        | .. „                                  |
| 8. „ Sharfuddin ..           | .. „                                  |
| 9. „ Wahid Hussain Khan ..   | .. „ Temp.                            |

5. *P. W. D. Branch.*

|                          |       |
|--------------------------|-------|
| 1. Mr. Raghava Rao ..    | ..1st |
| 2. „ Qazi Shahabuddin .. | ..2nd |
| 3. „ Yeshwant Rao ..     | ..3rd |
| 4. „ Ataur Rahman ..     | .. „  |
| 5. „ Ghulam Moinuddin .. | .. „  |
| 6. „ Ramchanderiah ..    | .. „  |

6. *Attiyat Branch.*

|                                  |       |
|----------------------------------|-------|
| 1. Mr. Syed Safiulla Hussaini .. | ..1st |
| 2. „ Md. Abdul Bari ..           | ..2nd |
| 3. „ Ahmad Abdul Aziz ..         | .. „  |
| 4. „ Bhasker Rao ..              | ..3rd |
| 5. „ Abu Turab Azimuddin ..      | .. „  |
| 6. „ Kalil-ur-Rahman ..          | .. „  |

7. *Mal Branch.*

|    |                        | Grade |
|----|------------------------|-------|
| 1. | Mr. Surya Pratab ..    | ..1st |
| 2. | „ Md. Sayeed Khan ..   | ..2nd |
| 3. | „ Ahmed Bashiruddin .. | ..3rd |
| 4. | „ Azizuddin ..         | .. „  |
| 5. | „ Abdul Kader ..       | .. „  |
| 6. | „ Ram Rao ..           | .. „  |

8. *Fauj Branch.*

|    |                           |       |                                      |
|----|---------------------------|-------|--------------------------------------|
| 1. | Mr. Md. Habibur Rahman .. | ..2nd |                                      |
| 2. | „ Ghulam Jilani ..        | .. „  |                                      |
| 3. | „ Mir Md. Hussain ..      | .. „  |                                      |
| 4. | „ Venkat Bhav Rao ..      | .. „  | On Depu. for ac-<br>counts training. |
| 5. | Mr. S. A. Manan ..        | .. „  | S. P. T.                             |
| 6. | „ Md. Qutbuddin ..        | ..3rd |                                      |
| 7. | „ Syed Burhanuddin ..     | .. „  |                                      |

9. *Adalat Branch.*

|    |                                |       |            |
|----|--------------------------------|-------|------------|
| 1. | Mr. Nurulla Hussaini ..        | ..1st |            |
| 2. | „ Md. Abdur Rahman ..          | ..2nd |            |
| 3. | „ (Vacant) Khaja Kalimullah .. | .. „  |            |
| 4. | „ Muzaffar Ali Khan ..         | .. „  |            |
| 5. | „ Ghulam Abbas ..              | .. „  |            |
| 6. | „ Sayeeduddin ..               | .. „  |            |
| 7. | „ Syed Chand ..                | .. „  |            |
| 8. | „ Abdul Kadir ..               | .. „  | Temporary. |

10. *New Scgha (Industries, Ad. Report, C. of Ws.)*

|    |                            |        |  |
|----|----------------------------|--------|--|
| 1. | Mr. Narasimha Chari ..     | ..1st  |  |
| 2. | „ Syed Khwaja Budruddin .. | ..2nd  |  |
| 3. | „ Hafiz V. Ali Khan ..     | ..3rd  |  |
| 4. | „ Akbar Ali Khan ..        | .. „   |  |
| 5. | „ Gopal Rao ..             | ..2nd  |  |
| 6. | „ Syed Ahmed (of Fauj) ..  | ..Side |  |
| 7. | „ Mohd. Sayeed ..          | ..2nd  |  |
| 8. | „ Habib Mohamed ..         | ..3rd  |  |
| 9. | „ Sharfuddin Khan ..       | .. „   |  |

11. *Railway Branch.*

|    |                              |       |          |
|----|------------------------------|-------|----------|
| 1. | Mr. Aiya Aiyar ..            | ..1st |          |
| 2. | „ Joseph Paul ..             | ..2nd |          |
| 3. | „ Syed Ahmad ..              | ..3rd |          |
| 4. | „ Samiullah ..               | .. „  |          |
| 5. | „ Khaja Turab Ali ..         | .. „  |          |
| 6. | „ Azizuddin Ahmed ..         | .. „  |          |
| 7. | „ (Vacant) Syed Mohiuddin .. | .. „  | S. P. T. |

11.-A. *Railway Shares.*

- |                           |       |
|---------------------------|-------|
|                           | Grade |
| 1. Mr. Khwaja Rahamatulla | ..2nd |

12. *Peshi Branch.*

- |                         |    |       |
|-------------------------|----|-------|
| 1. Mr. S. G. Appaji     | .. | ..1st |
| 2. „ Md. Muhsin Siddiqi | .. | .. „  |
| 3. „ Qasim Shariff      | .. | ..2nd |
| 4. „ Bahadur Ali        | .. | ..3rd |

13. *Mines Branch.*

- |                                |    |                |
|--------------------------------|----|----------------|
| 1. Mr. (Vacant) Shustri        | .. | ..2nd S. P. T. |
| 2. „ Syed Ahmad, Record Keeper | .. | ..2nd          |

14. *Reserve.*

- |                     |    |   |
|---------------------|----|---|
| 1. Mr. Mujib Ahmed  | .. | ..Gazetted vide Civil List                  |
| 2. „ Satiulla Kadri | .. | ..3rd Grade. Will work in Industrial Segha. |

*Court of Wards (Temporary).*

- |  |
|--|
| 1. Mr. Abdul Kadir (of Mal Branch).          |
| 2. „ Tajammul Hussain                        |
| 3. „ To be nominated later (vice Imamuddin). |

8. (a) The Railway Shares Clerk will be shifted from the Railway to the Audit Segha under Mr. Ansari.
- (b) Translation of the English Branch Urdu Arzdashts and Guzarishes will be looked into by Mr. Syed Omar.
- (c) Mines Branch Urdu copying work will be taken up by the Railway Branch copyist. English copying work by the General Typing Section.

(Intd.) F. Y. J.

1-4-38 F.

مورثہ ۲۲ - اسفند ۱۳۳۸ ف

صیغہ عدالت کی مثل (۴۵/۳۳) بابتہ ۱۳۳۷ ف کے ضمن میں عالیجناب

سر صدر اعظم بہادر نے حکم صادر فرمایا ہے کہ جب کبھی خیراتی، مذہبی،

تعلیمی اور طبی ادارات کی امداد کے متعلق دفتر باب حکومت میں تحریکات وصول ہوں تو اون کو دفاتر معتمدین متعلقہ میں بغرض کارروائی بھیج دیا جائے لیکن اگر کسی معاملہ میں سمجھاؤ دفتر باب حکومت سے ایسا عمل درآمد اختیار نہ کیا جائے اور بجائے معتمدین متعلقہ پر روانہ کرنے کے دفتر فینانس میں درخواستیں وصول ہوں تو اس قسم کی غیر متعلق درخواستوں کو حسب الحکم عالیجناب صدر اعظم بہادر معتمدین متعلقہ کے دفاتر پر روانہ کر دیا جائے، اس کے بعد البتہ سررشتہ متعلقہ سے تحریکات پیش ہونے پر اظہار رائے ہو سکتا ہے۔

پس جملہ صیغہ جات دفتر ہذا سے توقع کی جاتی ہے کہ حسبہ عمل پیرائی ہوگی فقط

شرعہ مستحق

جناب نواب فقیر یار جنگ بہادر - معتمد فینانس

9.

30-1-29.

As at present advised I propose leaving this for Bombay on Tuesday morning, the 5th February to attend the Shahabad Cement Board meeting and hope to be back by the morning of the 11th.

All papers (both English and Urdu) should be sent to me from day to day to the following address. D. F. S. will kindly see that papers of Thursday the 7th February leave by the mail of Friday morning so as to reach Bombay on Saturday without fail. The papers of Saturday, the 9th should be sent by peon to meet me at Wadi on Sunday afternoon, the 19th.

POSTE RESTANTE,

Bombay.

My telegraphic address will be ;

TYABJEE,

Bombay.



A copy of this should be sent to the Commerce & Industries (C.C.S.) Department for information and for their sending their papers in time for being put in the F. O. bags.

(Intd.) A. H.

30-1-29.

10.

نشان (۱۰) مورخہ ۱۵ - فروردی ۱۳۳۸  
مثل صیفہ عطیات (۵/۲) بابت ۱۳۳۸

اس سے پہلے دومربہ یعنی ذریعہ آفس آرڈر نمبر (۱۷) مورخہ ۳- مہر  
۱۳۳۶ ف و نمبر (۱) ۱۳۳۶ ف جملہ صیفہ جات کو ہایت دی جا چکی ہے کہ  
عالیجناب نواب سر صدر المہام بہادر فیئناس کے ملاحظہ میں جو اردو کیفیس  
پیش ہوتی ہیں اون میں رقوم کا اندراج بجائے رقمی بندسوں کے یا تو  
عربی اعداد میں ہونا چاہیے یا انگریزی اعداد میں مثلاً اگر پچیس لکھنا  
ہو تو بجائے (ع) لکھنے کے (۲۵) یا (-/25) لکھا جائے۔

لیکن بعض صیفہ جات سے ان احکام کی تعمیل پوری طور پر  
نہیں ہو رہی ہے، اس لئے عالیجناب نواب سر صدر المہام بہادر فیئناس  
مکرار ارشاد فرماتے ہیں کہ اس کی پابندی سختی کے ساتھ کی جانی چاہیے فقط  
شرعہ مستحظ

جناب نواب فخریار جنگ بہادر -

معمد فیئناس

19-5-38.

11.

I propose leaving this for Patna to attend the Inter-University Board meeting on Monday night, the 25th February, and hope to be back by the 12th of March.

All papers (English) from the 26th of February to the 4th of March (both days inclusive) should be sent to me from day to day to the following address. Papers of 5th, 6th and 7th March, which are the only other working days, should await me here unless I wire to the contrary. With regard to Urdu work only urgent cases should be sent to me. They should be accompanied with short notes in English.

Postal and Telegraphic address :—

c/o POST MASTER,  
Patna.

A copy of this should be sent to the Commerce and Industries (Co-operative Credit) Dept. for information and necessary action.

(Intd.) A. H.

## 12.

In continuation of the Office Order No. 11 of 20th Farwardi 1338 issued by H. F. M. in connection with his Patna trip, it has been settled that English papers will go to him as usual.

Urdu papers which used to be submitted to him will be sent on to Mr. Mohsin who will prepare a precis of the cases for information of H. F. M. I shall mark them as usual for H. F. M. and Mr. Mohsin will note down that he has reported in his precis the decision arrived at.

Cases of importance, which have to be sent to Camp and which otherwise would be prepared in Urdu, will have to be prepared in English.

The commendable practice has grown that while noting is done in English sometimes the draft opinion is put up in Urdu. These files can go as English files, but the Segas concerned should see that the Urdu draft opinion is written in Nastaliq legible style so that H. F. M. may be able to read it himself.

(Intd.) F.Y.J.

24-6-38.

## 13.

As at present advised I propose leaving this for Bombay on Monday night the 8th April, to attend a meeting of the Directors of the Shahabad Cement Company, and hope to be back by the

evening of the 14th. All papers should be sent to me day to day as usual to the following address :—

c/o POSTE RESTANTE,

Bombay.

Papers of Thursday, the 11th April, should be sent to me by a peon to Bombay via Manmad, to meet me on the morning of the 13th, and those of Saturday, the 12th should be sent by another peon to meet me at Wadi on the afternoon of the 14th. In case I wire that I am leaving Bombay on Sunday morning, the 14th, the papers will have to be sent to meet me at Dhond on Sunday afternoon.

My telegraphic address will be :—

c/o TYABJEE,

Bombay.

dated 4-7-38 F.

No. 631.

A copy of this should be sent to the C. & I. (Co-operative Credit) Department to enable them to send their papers in time to be included in the F. O. bags.

(Intd.) A. H.

14.

واقعہ ۱۱ - خرداد ۱۳۳۸

مثیل صیفہ حساب (۱۴/۸) بابتہ ۱۳۳۰

قبل ازیں ذریعہ آفس آرڈر نشان (۱۴) مورخہ ۲ - مہر ۱۳۳۶  
و نشان (۱) مورخہ ۳ - آذر ۱۳۳۸ جملہ صیفہ جات کو ہدایت دی جا چکی  
تھی کہ اردو کیفیتوں میں رقوم کی صراحت عربی یا انگریزی ہندسوں میں  
کی جائے، نیز یہ کہ مراسلات وغیرہ میں رقوم کی صراحت علاوہ عربی یا  
انگریزی ہندسوں میں ہونے کے الفاظ میں ہونی ضروری ہے لیکن  
پایا گیا ہے کہ بعض اوقات اس کا التزام نہیں کیا گیا، اس لئے مکرر توجہ

مبذول کرائی جاتی ہے کہ دفتری کیفیوں ، مسودہ جات اور  
 بیضہ جات میں رقوم بعوض رقمی اعداد کے عربی ہندسوں میں یا  
 انگریزی ہندسوں میں درج ہوا کریں ، اور علاوہ اس کے رقم کی  
 صراحت الفاظ میں بھی معہ صراحت سکھ ہوا کرے مثلاً ۰ - ۴ - ۲۵  
 پچیس روپیہ چار آنہ سکھ عثمانیہ فقط

O. S. Rs. 25 4 0 (Rupees twenty-five and annas four only).

(Sd.) FAKHAR YAR JUNG,  
 11-7-38.

### 15.

As decided by the Executive Council in their meeting dated 14th Khurdad 1338, the office hours from Sunday the 17th Khurdad 1338 will be from 8 A.M. to 1 P.M. during the Summer season up to 10th Amardad 1338 Fasli.

(Intd.) F. Y. J.  
 16-7-38.

### 16.

I propose leaving this for Ooty. on Monday, the 29th night, where I hope to spend this summer. All paper both English and Urdu should be sent to me day to day to the following address :—

“ WOODCOCK HOUSE ”,  
 Ootacamund (Nilgiris).

My telegraphic address will also be the same.

I shall intimate the exact date of my return later.

(Intd.) A. H.  
 22-7-38.

واقع ۱۰- تیر ۱۳۳۸  
مثل صیغہ فوج (۲۶) بابتہ ۱۳۳۸

طاعون کی وجہ سے اخراجات منتقلی و فائز و تیاری کیمپ کی بابت  
آئندہ کوئی تحریکات کسی سررشتہ سے وصول ہوں تو ایسے اخراجات  
تحت طاعون کی گنجائش سے اجرا نہ ہونگے بلکہ ان کی سبیل سررشتہ متعلقہ  
کی گنجائش مثل صادر یا ترمیم خفیف سے کئے جانے کے متعلق  
سررشتہ جات کو توجہ دلائی جائے فقط

شہرہ مستط

مولوی سید عمر ابو طالب صاحب

I have received a letter from H. F. M. in which he says that on 10th May he received papers bearing three different dates with my initials—31-7-38, 1-8-38 and 2-8-38. Papers which I do in the afternoon and in the morning at office have perhaps to go together ; but I see no reason why 3 days' papers should remain. The Superintendents of the Segas are requested to make sure before leaving office that no papers received by them up to the time of their closing are kept back ; they must be handed over to Majaria for transmission on that very day. The Majaria is made responsible to send on all the papers which they receive from the Segas that very day.

The H. F. M. has informed me that he has with him the following publications :—

Constitutional Rules  
H. C. S. Regulations  
Budget Notes  
Currency Code  
Civil List  
Scholarship Rules.

If F. O. notes for orders refer to some other publications, that publication should be sent along with the file to Ooty.

(Intd.) F. Y. J.

10-8-38.

In connection with the Judicial Secretary's D. O. No. 852 of 24th Khurdad 1338, there are two points which may usefully be explained to the Segas for strict compliance.

1. It was a D. O. specially addressed by the Judicial Secretary to the Financial Secretary, and the Superintendent concerned returned that D. O. after endorsing on its back that it was not ascertainable as to which file and Segas it referred to. Returning of communications from offices is in itself a very doubtful procedure ; but returning of D. O. letters like this over the signature of a non-gazetted officer cannot certainly be allowed.

2. The file to which this letter related could not be ascertained, because in Segas Hisab Outward Register there was a repetition of Nos. 1554-1556 ; they appear at the original place and then on account of a clerical error they appear again after 1583. The Segas Adalat clerk naturally when he looked for the number at its proper place found that the letter could not refer to that number. In such cases where a mistake like this occurs it is well to note where the numbers occur in their serial order that the same numbers appear at such and such a page so that the necessary clue may be readily obtainable.

(Intd.) F. Y. J.

22-8-38.

## 20.

I propose leaving this on Tuesday morning the 16th July, for Bombay, for the annual meeting with the Managing Governors of the Imperial Bank of India, and hope to return on Saturday evening, the 20th.

The papers of Tuesday, the 16th (both English and Urdu) should be sent to me by post on Wednesday morning. D. F. S. will kindly see that they leave by Wednesday's mail so that I get them without fail on Friday. Papers of Wednesday should be sent to me by a peon (*via* Manmad) to Bombay so as to reach on Friday morning and that of Thursday should be sent by a peon to meet me at Wadi on Saturday afternoon the 20th.

My postal address will be :—

c/o POSTE RESTANTE,  
Bombay.

and telegraphic address :—

c/o TYABJEE,  
Bombay.

A copy of this should be sent to the Com. & Industries Department (C.C.S. Section) to enable them to send their papers in time along with the F. D. bags.

(Intd.) A. H.

4-10-38.

10-7-29.

## 21.

Where proceedings of Committees or Boards are received in the Finance department, the Segas must keep copies of the proceedings received in a serial order in one file for each year. The file containing the proceedings should have no notes or letters. In case of permanent Committees like Syndicate, Osmania University Council, Water Board, Famine Committee, it will be well if previous years' proceedings are also collected in one place.

(Intd.) F. Y. J.

8-10-38.

22-10-38.

## 22.

I have always held in the case of all these Committees that the presence and agreement of the Finance Member should be considered sufficient unless he is absent or dissents or reserves his opinion. It was for this reason that I insisted upon the Financial Secretary being on the Syndicate and on all financial matters coming up in the Council through the Syndicate.

If we have agreed in the present case in the Water Board meeting to the proposal it need not come up separately to us, and let this be understood by the Audit and all the departments including the Osmania University. We should also insist on all other departments giving the same latitude in their departmental cases when they are settled in a committee where their constituted representatives if vested with definite delegated powers are present to agree.

(Intd.) A. H.

19-10-38.

(Intd.) F. Y. J.

21-10-38.

17

23.

5-11-38.

I propose leaving this for Bombay on Monday night, the 12th, for discussing some financial questions with Sir Osborne Smith, the Managing Governor of the Imperial Bank of India. I hope to be back by Sunday, the 18th.

All papers (both English and Urdu) should be sent to me day to day to the following address :—

*c/o* POSTE RESTANTE, BOMBAY.

I shall inform by wire where the papers of Thursday, the 15th should be sent.

My telegraphic address will be :—

*c/o* TYABJEE, BOMBAY.

A copy of this should be sent to the C. & I. (C.C.S. Sec.) Department for enabling them to send their papers in time for being put in the F. O. bags.

(Intd.) A. H.  
4-11-38.

24

15-11-38.

I have taken permission from the Hon'ble the Finance Member that during the time that the Budget Committee meetings are being held I should have no routine cases from my worthy Assistants ; they will dispose them of on their own responsibility.

(Intd.) F. Y. J.  
15-11-38.

25

25-11-38.

1. If bilingual Note is to be sent please do not have the Note signed as the Note shows, that is H.F.M. to sign the Urdu translation and F. S. the English Note. At the end of the English Note room should be left both for F. S. and H. F. M's. signature.

Urdu may only be signed by F. S.

(Intd.) F. Y. J.  
6-11-38.



2. Might be tried. The simplest course would have been if my signature is in English on the English Version and yours in Urdu on the Urdu version.

(Intd.) A. H.

7-11-38.

3. Please issue Office order accordingly.

(Intd.) F. Y. J.

23-12-38.

26.

I propose leaving this for Bombay on Monday night the 30th September, to attend a meeting of the Board of Directors of the Shahabad Cement Company, and hope to be back by Monday morning, the 7th October.

All papers both English and Urdu should, as usual, be sent to me from day to day, to the following address :

c/o POSTE RESTANTE, BOMBAY.

D. F. S. will kindly see that papers of Thursday, the 3rd October leave by the mail of Friday morning the 4th, and that papers of Saturday, the 5th October, are sent to me to meet me at Dhond on Sunday, the 6th, afternoon.

My telegraphic address will be

c/o TYABJEE,

*Bombay.*

A copy of this should be sent to C & I. (C.C. S. Section) for sending their papers in time for being included in the F. O. bags.

(Intd.) A. H.

23-12-38.

*1st Azur 1339 F.*

1

(As per H. F. M's. order dated 4-11-38 in C. W.  
File 5/65 of 1339 F.)

It has been often found that the trend of the practice of the Noting Clerks and Segadars is that they merely reproduce what is put in the Guzarish or the letter received from the departments.

This means unnecessary waste of time and it fails to be of any help to officers as it is more convenient to them to read the original which come fair copied or typed rather the copy sometimes is in different handwriting what is expected of the note writers is that they should.

- (1) merely docket short letters
- (2) give a short precis of long letters and Guzarishes
- (3) quote the rules and precedents and state how far the proposals are in accordance with the rules and F. D. policy.

(Intd.) F. Y. J.

1-1-39.

Dated, 9-1-39 F.

## 2

I propose leaving this to-night with Mr. Lloyd Jones and Mr. Ralph Freeman to see the Meter Gauge line upto Aurangabad and hope to be back by Thursday morning the 17th.

To-day's papers I shall be taking with me, but to-morrow's papers (both English and Urdu) should be sent to me at Aurangabad on Wednesday afternoon for which purpose the peon should leave with the papers to-morrow night.

(Intd.) A. H.

*Dated, 9th Azoor 1339 F.*

## 3

H. F. M. will be leaving to-night and will be back on Thursday morning. I am also going out to Poona this evening and will be back on Thursday evening or Friday morning. During our absence, the work for Monday, Tuesday and Wednesday will be disposed of as is done formerly when I am not in the Station, *i.e.*, all ordinary and routine cases will be disposed of by the Assistants on their own authority. Important cases of Monday will be handed over to P. A. to accompany H. F. M. to Aurangabad. Tuesday papers will be sent through a special peon so that he may reach Aurangabad on Wednesday afternoon. Wednesday papers will be kept with Mr. Kasim Sheriff; if H. F. M. finds time on returning on Thursday morning he will dispose them of, otherwise Mr. Kasim Sheriff will put them up before me on Friday morning.

(Intd.) F. Y. J.

9-1-39.

Dated, 19-1-39

4

I propose leaving this for Delhi to attend the Universities Conference on Saturday morning the 26th October by the mail, *via* Bombay, as there are some questions to be discussed in Bombay also. I hope to be back by the morning of the 7th November.

Papers (both English and Urdu) should be sent to me as under :—

Saturday—26th October .. Should be sent by a peon to meet me at Manmad on the night of 27th October (*i.e.*, 28th at. 2-57) For this purpose the peon will have to leave by the night train of Saturday. He should be asked to be particularly careful as the train from Bombay passes through Manmad at about 2. a. m.

Papers of, 27th, 28th, 29th and 30th. To be sent to Delhi by post H. F. M. N. G. S. Saloon No. 1920  
c/o Station Superintendent,  
Delhi Central

The postmaster at Delhi may kindly be requested to deliver the bags without delay, so that I may not miss any bags.

The exact day and time and route of my return journey I shall inform by wire.

My telegraphic address will be :—

H. F. M.

c/o HYDARI, 10 RAISINA, DELHI.

A copy of this may be sent to the C & I Secretariat (C. C. S. section) for their papers being sent in time for being included in the F. O. bags.

(Intd.) A. H.

19-1-39.

21st Azur 1339 F.

H. F. M.

The understanding is that during your trip to Delhi I shall dispose of all the files at my discretion, excepting those which, considering the special importance of the subject or the quarters from which it emanates, I think it necessary to be submitted to you before issue of any communication. In matters which I consider conform to your line of policy I shall take action immediately. But all the G. O's. in charge will be responsible daily to prepare themselves, or under their direct supervision, a statement of all the cases disposed of which ordinarily would have been sent up to you if you had been here. Each G. O. will be responsible to see that the statement which should preferably be typed is as brief but as clear as possible. It should give very briefly the gist of the proposal and in another column the gist of the orders issued or opinions given. In these lists they need not include routine sanctions from Reserves, or exemptions for purchases from the Stationery Stores, the routine instructions to the Bank about the renewal of deposits. The opinion on departmental Guzarishes will be put down as those of F. S. and not under orders of H. F. M.

Submitted for favour of confirmation.

(Intd.) F. Y. J.

19-1-39 F.

On each file for H. F. M. I shall put down whether (1) it is to be reported or (2) file is to be sent. In case of (1) Routine cases mentioned at A will be omitted.

(Intd.) F. Y. J.

20-1-39 F.

Thanks. These will do—except that for the present A might be included—but shown as such.

(Intd.) A. H.

20-1-39 F.

Circulated to all G. O's. who will kindly see that H. F. M's. orders are carefully carried out. To-day's list should be ready in time to be handed over to the peon who has to go to Munmad.

(Intd.) F. Y. J.

21-1-39 F.

Dated, 9th Dai 1339 F.

6

My note with H. F. M's. marginal orders is circulated for information of the Gazetted Officers.

The new procedure will take effect from to-day.

After circulation is finished Segah Hisab will kindly manage to supply each Gazetted Officer with a copy of this office order and its enclosure.

(Intd.) F. Y. J.

9-2-39.

H. F. M.

As discussed to-day, immediate relief is necessary to both of us if it is expected that we are to go through the Railway experts' note and offer complete criticism and make full observations. Till both the experts are gone our hands will remain too full. In the present form normally the work is too heavy. I have frequently submitted that it is beyond one Secretary to take up. What permanent relief measures can be submitted for sanction can be taken up later. In the meanwhile, during the time we are discussing the railway case we should have as much time as can possibly be spared for the purpose. I suggest therefore the following procedure :—

Is this required? would not their designation be enough? what is P.W. Secretary's practice? (Id.) A. H.

(a) The Deputies and Assistants will be responsible for conducting correspondence on their own responsibility though they will be issuing their letters *for Secretary*. Only such drafts need be sent up which you or I specially ask to be put up or they consider for special reasons to be necessary.

(b) The Assistants should have the fullest discretion in making requests for information, calling for files, replying routine letters without submitting them to any of us, but must be very careful as to the language used and not ask for information which will not affect the decision in any way.

(c) They may have powers of authorising routine sanctions about various small matters which come up to the F. D. They will issue orders as *Husbul Hukum*. Only such cases they will submit for orders which really present points of difficulty.

which will be signed by the Dy. Secretary as in the case of the P.W.D. Guzarishes.

(d) In matters of routine nature they will draft and record opinions on the Guzarishes received *signing for Secretary*.

(e) They will not send up any cases for information which are decided agreeably to the opinion of the F. D. by higher authorities. They will send up only those cases which are really important, and in this they will kindly see that the case is very clearly stated and preferably typed if the noting is in English. They will also resort to mechanical devices of lettering or marking in pencil prominent passages which may catch the eye and give an idea of the subject matter they are dealing with.

(f) Ordinary sanctions about office administration or control of contingent expenditure will be given by D. F. S. (E. B.).

(g) Such blue paper notes and guzarishes as are prepared by the F. D. the Segah will prepare a fair copy on which Secretary and H. F. M. will just record opinion. I presume the fair copy will be after we have recorded opinion. Id.) A.H.

(h) A statement of cases passed by Assistants and Deputy Secretaries, which would otherwise have been sent up to F. S. or H. F. M. should be submitted regularly *daily* in English to F. S. and H. F. M.

(Intd.) F. Y. J.

8-2-39.

I agree with the modifications in the margin.

(Intd.) A. H.

9-11-39.

*Dated, 4th Bahmon 1339 Fasli.*

7

I am leaving to-night for Bombay to attend a very urgent meeting of the Shahabad Cement Company and hope to be back by the evening of Tuesday, the 10th.

As to-morrow is a holiday and Monday will be the only working, the English papers may be sent on Tuesday, the 10th to meet me at Wadi in the afternoon. Of course to-day's papers I shall be taking with me. If the Urdu work is heavy then Mr. Mohsin can bring them to Wadi.

My telegraphic address will be :—

c/o TYABJEE,  
Bombay.

(Intd.) A. H.

7-12-29.

*Dated, 18th Bahmon 1339 F.*

8

I understand that the papers which are returned by me first go to the Segas and then at their convenience to the Gazetted Officers. I think this procedure is not correct. Mr. Kasim Sheriff should send papers to the Gazetted Officers concerned who will then pass them on to the Segas.

(Intd.) F. Y. J.  
18-3-39 F.

*Dated, 20th Bahmon, 1339 F.*

9

Some years ago I had expressed a wish that I must have a list of the statements which we receive from offices and the dates on which they are due. The idea was that we should be able to see that they are punctually received and expeditiously dealt with by the Segas and come up to the reviewing authorities at the proper moment. I have not been favoured with these lists. All the Segas who expect reports and have to deal with them should kindly prepare a list of those and send in a fortnight's time. As far as I can remember, Segas Hisab and the English Branch get most of the reports we have to deal with. But let all Segas know.

(Intd.) F. Y. J.  
19-3-39 F.

*Dated, 21st Bahmon 1339 F.*

10

I propose leaving this for Delhi to-morrow to meet Sir George Schuster and Sir Osborne Smith and hope to be back by about the 1st of January.

As most of the days excepting, the 26th and the 30th December, are holidays, I shall wire to you from Delhi where papers should be sent to meet me

My telegraphic address will be :—

c/o HYDARI,  
10 Raosina Road,  
NEW DELHI.  
(Intd.) A. H.

23-12-29.

(Intd.) F. Y. J.  
21-3-39 F.

1. There are three 1st grade posts vacant due to—

1. the retirement of Mr. Mujib Ahmed
2. Promotion of Mr. Iyer to Registrarship
3. Demise of Mr. Ragho Rao

To these three vacant posts the following three are appointed S. P. T. for one year.

1. Mr. Bhogle                      2nd grade clerk
2. „ Qazi Shahbuddin        -do
3. „ Hafiz Mahmood Siddiqi of the C. C. S. Dept.

2. Messrs. Qazi Shahbuddin and Hafiz Mahmood Siddiqi will be confirmed only when their capacity to control and hold charge of Segha is established.

3. As Mr. Mahmood Siddiqi has been drafted from another office three appointments to the 1st grade only two vacancies in the 2nd grade and were three vacancies already existing in the 2nd grade which makes five vacancies in all in 2nd grade.

4. On those five 2nd grade vacancies the following who are working from a long time will continue as S. P. T. till the people in the first grade are confirmed.

1. Mr. Syed Ghiasuddin Hasan Shustri
2. „ Syed Abdul Manan
3. „ Md. Abdur Razack
4. „ Khaja Kalimulla
5. „ Pretam Lal

5. The postings are made as follows :—

- (a). The E. B. will retain Mr. Abdur Razack and will spare Mr. Ghouse Mohiuddin
- (b). Mr. Ghouse Mohiuddin released by the English Branch and also Mr. Qurashi will work under Mr. Munim in Commerce and Industries Branch.
- (c). The P. W. Segah is working short and they will have Mr. Venkat Bhao Rao.
- (d). Mr. Munim will also have Mr. Abdul Kadir from Mal Segha and in his place will send back from his Segha Mr. Syed Ahmed Kadri.



- (e). Hafiz Vilayat ali Khan of Commerce and Industries Branch exchanged with Mr. Abdur Rahim of Mousohi  
 (f). Mr. Khaja Badruddin transferred to Railway Branch

These arrangements will have taken effect from 1st Bahmo 1339 Fasli.

(Intd.) F. Y. J.

5-4-39.

Dated, 27-4-39.

## 12

In spite of Office Order 108 dated 1-3-1333 it has been found that considerable delay is occurring on account of the Seghas failing to observe the rule laid therein, viz., undisposed of papers must remain attached outside the file so that they may attract immediate attention. The Muntazims in charge and the Seghadars in particular, will be held personally responsible in case of non-observance of the rule.

(Intd.) F. Y. J.

## 13

۹- فروری ۱۳۳۹ء

مثل متعلقہ (۳۹) متفرق صیفہ حساب ۱۳۳۸ء

آفس آرڈر

جب کبھی دفتر ہذا میں دفتر صدارت عظمیٰ سے رزولیوشن کو نسل وصول ہوا کریں تو اولاً یہ دیکھ لیا جائے کہ آیا اس رزولیوشن کی نقل اس دفتر نے لی ہے یا نہیں، جب کسی رزولیوشن پر دفتر صدارت عظمیٰ سے یہ تحریر ہو کر آئے کہ ”نقل رکھ لی گئی“ تو اس صورت میں دفتر صدارت عظمیٰ پر نقل رزولیوشن روانہ کرنے کی ضرورت نہیں ہے ورنہ بالاتزام رزولیوشن وصول ہوتے ہی اولاً صیفہ متعلقہ سے نقل رزولیوشن دفتر صدارت عظمیٰ پر روانہ کیا جائے کہ

شرف مستط  
 معتمد فیننس

17th Farwardi 1339 F.

As at present advised I propose leaving this for Delhi to-morrow afternoon for a week.

All papers (both English and Urdu) of Wednesday, the 19th and Saturday, the 22nd February should be sent to me care "The Station Superintendent, Delhi (Central)."

If no telegraphic instructions are received by then the papers of the 23rd and 24th February should also be sent by post.

As soon as I know the exact date of my return I shall inform by wire.

My telegraphic address will be :—

c/o HYDARI,  
10, Raisina Road,  
NEW DELHI.

If there is any change in my telegraphic address I shall wire.

(Intd.) A. H.  
16-5-39.

*Dated, 22-5-39 F.*

*Asst. Secretary.*

The Hon'ble the Finance Member's telegram to-day states that he will stay in Delhi till 1st March. All papers up to 26th should be posted to Delhi.

(Intd.) A. C. B.  
22-5-39.

*Dated, 24-5-39.*

Mr. Bertie is proceeding on 3 months leave with effect from 8th March 1930 and leaving Hyderabad on 26th February 1930. Hence his work is distributed as follows :—

(1) Control of the office, purchases etc., which the Registrar used to do with the sanction of the Deputy Financial Secretary (Resources) can go to Dy. Financial Secretary (Accounts).

(2) Telephone, Electricity and Workshop to Mr. Munim.

(3) Resources, Bank orders and European Scholarship to Mr. Syed Aziz.

(Intd.) V. M. D.

23-5-39.

(Intd.) F. Y. J.

24-5-39.

Dated, 24-5-39. F.

17

مورخہ ۲۴ - فروردی ۱۳۳۹

آفس آرڈر

حسب سابق بلحاظ گشتی دفتر ہذا انسان ( ۹ ) مورخہ ۱۶ - خرداد  
۱۳۳۸ سے موسم گرما میں یکم اردی بہشت سے ۱۰ - امرداد ۱۳۳۹ تک  
دفتر ہذا کا وقت (۸) تا (۱) ساعت مقرر کیا گیا ہے قطع

شہر حد ستاد

مقامہ فینائس

5th Ardibehishti 1339 F.

18

Where the final sanction in any case is found to have differed from the original proposal the Seghas should bear in mind that the various opinions expressed on the case should not be embodied in the draft letter communicating the sanction unless the Hon'ble the Finance Member's concurrence to the draft has been previously obtained.

(Intd.) F. Y. J.

5-6-1339 F.

19

Dated, 12th Ardibehishti 1339. F.

I propose leaving this for Bombay this afternoon at 5 to attend the Shahabad Cement Co. Meeting, and hope to be back by about the 19th morning.

With regard to work, if there is an accumulation of more than 30 English files, you might send them by a peon to Bombay by to-morrow evening's Express, so that he will meet me at Bombay on the morning of Tuesday, on the afternoon of which I shall be leaving Bombay.

(Intd.) A. H.

16th March, 1930.

(Intd.) F. Y. J.

12-6-39.

It was ordered in one case that my note and H. F. M's. orders in English be communicated. The covering letter is all right but the typed copy of the notes and orders was so bad that nothing could be made out, and is full of fantastic mistakes. Gazetted Officers issuing letters under their signatures are responsible to see that they sign them after they themselves or through Segha are satisfied as to the accuracy of the typed matter. English papers that come up for signature to me or H. F. M. should be similarly attested by somebody in the Segha except where H. F. M. or I dispense with the scrutiny and do it ourselves in an urgent case. The attestation of accuracy should be by the Segha and not by the typist.

(Intd.) F. Y. J.

28-6-39.

نمبر (۲۱) مورخہ ۱۲ - خرداد ۱۳۳۹ ف

آفس آرڈر

بمد نظر روائد ادا جلاس معزز کونسل منعقدہ ۱۰ - خرداد ۱۳۳۹ ف

دقر فیئانس میں ۱۵ - خرداد ۱۳۳۹ ف سے دفتر کا وقت (۱۰) بجے سے

(۴) بجے تک فرار دیا جاتا ہے اور آئندہ کرما ہو یا سرمایہ وقت

ہے کا قہق

شرحہ مستحق

جناب نواب قمریار جنگ بھادر - معتمد فیئانس

*Dated, 12-7-39 F.*

As at present advised I propose leaving this for Bombay to-morrow afternoon, the 16th and hope to be back by Sunday morning the 20th or Monday morning, the 21st.

Papers of Thursday, the 17th should be sent to me by post so as to reach me on Saturday morning. With regard to papers of Saturday if I am not returning on Sunday morning I shall wire to you where they should be sent to meet me.

*Postal address :*

POSTE RESTANTE,

*Bombay.*

*Telegraphic address :*

c/o TYABJEE,

*Bombay.*

(Intd.) A. H.

(Intd.) F. Y. J.

11-7-39.

*Dated, 1st Thir 1339 F.*

The European and Asiatic Scholarship Committees' work will be carried on as at present except that the Director, Public Instructions shall not come up to the Finance Office for ordinary payments. It is in extremely emergent cases that his office should take up the time of the Financial Secretary to write cheques.

The work will be transferred from the English Branch to Segha Adalat under Mr. Ansari. The cases that come up will be either those on which Financial Opinion is necessary or those which the Director, Public Instruction as Secretary would send to Hon'ble the Finance Member as President. The latter papers will be submitted by Mr. Ansari direct and the former will be submitted through me.

(Intd.) F. Y. J.

1-8-1339 F.

31

*Dated, 9-8-1339 F.*

24

As ordered by H. E. P. the Office hours in summer have again been changed. From to-morrow the 10th Tir the working hours will be from 7 to 12. This will continue till 10th Amerdad.

(Intd.) F. Y. J.

9-8-39 F.

*Dated. 12-8-39 F.*

25

As at present advised I propose leaving this for Bombay to-morrow evening, the 18th instant, to attend the meeting of the Shahabad Cement Co., and hope to be back by the morning of the 26th instant. All papers both English and Urdu from the 19th to 22nd instant should be sent to me by post to the following address :—

c/o POSTE RESTANTE,

*Bombay.*

My telegraphic address will be :—

c/o TYABJEE,

*Bombay.*

(Intd.) A. H.

*Dated, 17-5-1930.*

*Dated, 14th Thir 1339 Fasli.*

26

In supersession of my order of yesterday, all papers of Monday and Tuesday should be sent by a special messenger by the Express of Tuesday, to meet me in Bombay on Wednesday morning, as I shall be leaving Bombay for Hyderabad the same afternoon.

(Intd.) A. H.

18-5-1930.

Dated, 16-8-39 F.

There are the following three vacancies :—

(1) One Second Grade due to the retirement of Mir Md. Hussain Khusnawis.

(2) Two third Grades due to the retirement of Messrs. Ghulam Hyder Khan, Urdu Typist and Abu Turab Azimuiddin, Clerk, Atiyat Branch on invalid pensions.

To the Second Grade vacancy Mr. Syed Sharfuddin, B.A., now under training at Madras is appointed and Mr. Syed Yusufuddin Khusnawis per : third grade is appointed S. P. T. in the second grade deputation vacancy of Mr. Syed Sharfuddin. But as this post was held by a Khusnawis the next vacancy will be permanently filled by a Khusnawis.

To the third grade post vacated by Mr. Syed Sharfuddin, Mr. Syed Afsar Hussain son of Mir Mohd. Hussain is appointed S. P. T. This appointment would be for the present for six months on probation subject to continuation on his being able to copy Arazdashts neatly. Segha Hisab should proceed to get exemption for the Khusnawis, typist and stenographer from Matriculation Examination.

As regards the vacancy of the Urdu Typist Mr. Imamuddin Urdu Typist who is still shown as S. P. T. is confirmed and Mr. Ghulam Ahmed Khan son of Mr. Ghulam Hyder Khan who stood first in the Urdu Typing competition test is appointed S.P.T. on the post vacated by Mr. Imamuddin.

To the third grade vacancy of Mr. Abu Turab Azimuiddin Clerk, Atiyat Branch, Abdul Qadir (approved candidate) who has been continuously S. P. T. since 1334 F., is confirmed as per third grade and Mr. Syed Mohiuddin approved candidate working now in English Branch is appointed S. P. T.

In order to strengthen Account Branch.

- (a) Mr. Venkat Bhao Rao Second grade is posted to account branch.
- (b) Mr. A. M. S. Quraishi second grade from Commerce and Industries Branch to P. W. Branch.
- (c) Mr. Hamid Hussain Khan from Account Branch to Commerce and Industries Branch.

These arrangements will have taken effect from 10th Thir 1339 F.

(Intd.) F. Y. J.

16-8-1339 F.

Dated 17-8-1339 F.

28

I am proceeding on casual leave and shall be back by 8th June. The Gazetted Officers in charge of the Branches will exercise all the powers which they formerly have exercised during my absence.

In sending up their papers to H. F. M. direct they should kindly see that he is put to minimum trouble. In most cases they will find it useful to take action and report.

Papers due this afternoon upto those due 7th June will be submitted direct.

Attention of the Gazetted Officers is specially invited to H. F. M.'s orders about the preparation of the budget. The whole-hearted co-operation and help will kindly be given by Segas to D. F. S., Budget, in the way that he requires even during the holidays.

D. F. S. will take charge of the Cheque Book and Mr. Bertie keys.

(Intd.) F. Y. J.

17-8-39 F.

Circulated to all G. O's. and back to me.

(Intd.) F. Y. J.

17-8-39 F.

نشان (۲۸) الف - مورخہ ۱۰ - مرداد ۱۳۳۹ ف

۱ - ۱ - مرداد ۱۳۳۹ ف سے دقترہ اکا وقت حسب گشتی دقترہ ۱

نشان (۱۵) مورخہ ۱۲ - خرداد ۱۳۳۹ ف (۱۰) سے (۴) تک ہوگا نقطہ

شرح دستخط

محمد یونس



*Dated, 14th Amerdad 1339 F.*

I shall be leaving this for Bombay this evening to attend a meeting of the Currimbhoy Group and shall be returning by Monday morning, the 23rd June.

Papers of Saturday, the 21st, should be sent to me by a special peon to meet me in Bombay on Sunday morning, at 10-10.

My telegraphic address will be :—

*c/o TYABJEE,  
Bombay.*

(Intd.) A. H.

19- -80.

*H. F. M.*

The following draft office order is submitted for favour of approval. It will be brought into effect from to-day.

*Dated, 24-9-39 F.*

During the time the H. F. M. is occupied with the Round Table Conference work, his intention is that only really important work should come to him. Orders already exist under which Assistants Secretary under the authority delegated to them can dispose of routine cases. The papers that come up to the F. S. will be divided by him into two classes—those in which he feels that the required instructions or are of sufficient importance to be brought to the notice of H. F. M. These papers he will send on as before. All other papers he would dispose of at his discretion.

The papers disposed of by the Assistants Secretary and the papers which the F. S. under this office order will now dispose of, will be entered in the typed daily report which will be submitted to H. F. M. daily. This report will first put in the papers disposed of by the Assistants Secretary and then those disposed of by the F. S.

Seghas must see that they send up reports daily to save time those reports will be submitted direct and will be returned to the Seghas through me.

(Intd.) F. Y. J.

29th June 1930.

In continuation of yesterday's Office Order I may add for information of all the G. O's. that some branches are very careful in carrying out the orders and putting down on the file as to whether the papers according to the standing rule would be disposed of by the Financial Secretary or had to be submitted to H. F. M. But others are not. Although it inconvenienced me but it did not seriously matter because I made up the deficiency, but now as papers which under the standing orders have to go to H. F. M. will now be disposed of by me and a report submitted. It is necessary now that the G. O's. be requested to see that all papers that have got to go to H. F. M. are either sent up by me or if they have not been sent up and I returned to the segah they are incorporated in the daily report. I shall be obliged if G. O's. pay personal attention to this.

(Intd.) F. Y. J.  
24-9-39.

نشان (۳۲) مورخہ ۲۶ - ۱۳۳۹  
مثیل متعلقہ (۳۲) گشتیات صیفہ حساب بابتہ ۱۳۳۹  
بر بنائے گشتی صدارت عظمی  
نشان (۲) مورخہ ۲۱ - ۱۳۳۹

کوئی مسئلہ جو کونسل کی توسط سے بندگان اقدس کے ملاحظہ میں  
پیش ہوا ہو اور اس پر کوئی حکم شرف صدور لایا ہو اور اس حکم سے  
متعلق اگر کوئی توضیحی استفسار ضروری ہو تو آئندہ وہ بھی توسط  
کونسل پیش ہونا چاہیے، اس کی پابندی ہر اصیفہ پر لازمی  
کردانی جاتی ہے فقط

نرخہ مستط  
مستند فینائس

*Dated, 26th Amerdad 1330 F.*

33

In continuation of Officer Order of 22nd Amerdad about disposal of work during the time H. F. M. is occupied with the Round Table Conference work it is further desired that drafts of *Boud Mulahiza* letters, ordinary Blue Paper notes, ordinary Guzarishes and ordinary Arzdashits need not be sent up to H. F. M. for approval. H. F. M. will if need be look into the fair when it is put up for signature and if necessary give further instructions.

(Intd.) F. Y. J.

24-9-30.

*Dated, 26-9-1330 F.*

34

The Railway Branch have now to deal with the following in connection with the higher control of the Railway—

- PA. 1. Letters sent by the President to the Agent,
- AP. 2. Letters received by the President from the Agent,
- PB. 3. Letters addressed by the President to the London Board,
- BP. 4. Letters received by the President from the London Board,
- PBd. 5. Despatches sent by the President to the London Board,
- BA. 6. Despatches received by the Agent from the London Board,
- Br. 7. Resolutions of the London Board,
- Ba. 8. Agenda of the London Board.

Then these would be (i) (ii) (iii) Every year beginning from 1st April a fresh file will be formed for the above subjects. These files will be called *a, b, c to h* respectively. These files will contain only these communications and will have no noting on them. If any noting is necessary on any subject in connection with this correspondence a copy of this will be put in the proper file and necessary action taken.

In the margin of these communications received the number of the files in which a copy of these communications has been put in may be entered. Nos. 1 to 4 do not require further instructions. No. 5 despatches sent by the Agent have a number of enclosures for which it will be convenient to form separate files to be marked *e (1), e (2)* and so on. The following may be subordinate files under these heads—

- 1. Communications from the Railway Board.
- 2. Communications to the Railway Board.

3. Communications from Indian Railway Conference Associations.
4. Communications to the Indian Railway Conference Associations.
5. Traffic Reports.
6. Approximate Returns Statements.
7. Weekly Gazette.
8. Local rate advices and foreign rate circulars.
9. Proceedings of the Railway Advisory Committee.
10. Provident Fund statements.
11. Provident Fund Committee meeting minutes.

In addition to the above, one more file will be opened which will contain enclosures of the Agent's despatch other than those enumerated above. If later on it is found that some enclosures are coming regularly separate sub-files for these also may be made. When the enclosures are put in sub-files the clerk concerned will specify the despatch to which the enclosure belongs. Despatches from London Board, their resolutions and the agenda for the meeting may remain separate in each file. Probably no sub-files need be opened for them. When in some cases duplicate copies are received, such copies may be taken to the files concerned. If duplicate copies are not received it will be the duty of the Railway Branch to have clearly typed copies and put them in the necessary files.

In some cases certain resolutions or suggestions have to be treated as strictly confidential in which case the copy received by the Segal will have a blank paper pasted on that particular writing. The paper will only be removed by H. F. M. or F. S. or under their written authority. If H. F. M. and F. S. remove that paper they will note down the fact in the margin. Where blank paper has been pasted the F. S. will have a copy of that writing kept separately in the confidential papers. If duplicate copies come he will keep one of the copies. If duplicate copies are not received he will copy it himself unless the communication is very long and he thinks it necessary to requisition help. If, as requested, the Board start sending such confidential communications separately the procedure mentioned at the end will be discontinued.

These instructions do not refer to the files that may be formed in the Railway Secretariat. This existing procedure will continue with respect to them.

(Intd.) F. Y. J.

24-9-39.

30th Amerdad 1339 F.

35

As at present advised I am leaving this for Simla to-day. All papers should be sent to me to the following address :—

c/o S. A. HYDARI, ESQ., I.C.S.,  
Castle Grove, Simla.

My telegraphic address will also be as above.  
Exact date of my return will be intimated by wire.

5-7-1930.

(Intd.) A. H.  
30-9-39.

(Intd.) F. Y. J.  
30-9-39.

Dated, 30th Amerdad 1339 F

36

In continuation of Office Orders Nos. 30, 31 and 33 of 1339 F., the period for waiting 24 hours from the time of the submission of the report before issue of orders during H. F. M's. journey to and stay in Simla and back extended to 72 hours.

(Intd.) F. Y. J.  
30-9-39.

Dated 27-10-39 F.

37

As at present advised I am leaving this for Bombay this evening and shall be back on Tuesday morning (5th August). My telegraph address will be :—

c/o TYABJEE,  
Bombay.

As regards papers, if there are more than two boxes, they may be sent by the Express leaving Hyderabad on Sunday evening to meet me at Bombay on Monday morning.

(Intd.) A. H.

2-8-1930.

Dated 4-11-1339 F.

38

There was a case to-day, with respect to which a reply had to be sent to England. I dictated the necessary letter, signed the fair and sent it to the Segha concerned at five minutes past four; but there was not a soul in the Segha. Whenever a Segha sends up a

case which requires disposal in the course of the day, it is a moral obligation on the part of the Segha to keep some representative to carry out the orders that the higher officers may pass. At any rate they are not justified in leaving office without taking permission. This is all the more necessary when there are one or more holidays on the following days. If the Gazetted Officers send me a case and want me to dispose of it in the course of the day, they should kindly wait till they get the file back or phone up to me for orders.

(Intd.) F. Y. J.  
31-10-1939 F.

7th Meher 1339 F.

As at present advised I am leaving this for Bombay this evening to attend the meeting of the Shahabad Cement Co., and hope to be back on Monday morning (18th August).

My telegraphic address will be :—

c/o TYABJEE,  
Bombay.

As Saturday is a holiday papers of Thursday, the 14th August, and if there are any papers during the holidays, may be sent to me through a peon to meet me at Bombay on Sunday morning.

(Intd.) A. H.

13-8-1930.

11th Meher 1339 F.

Some of the English and the Urdu papers that come up for signature are not conspicuously put and I have to spend a little time in finding out what and where I have to sign. Every Superintendent is made responsible to see that the papers both Urdu and English, come up to me or H. F. M. for signature conspicuously marked ; if need be, small chits might be printed.

2. A number of times I have found that the papers meant for the signature of H. F. M. are sent to me. Segha sending papers to Mr. Kasim Sheriff should distinguish between papers which are for my signature and those which are intended for H. F. M.'s signature. It will be well if the printed slips distinguish this, for instance, "For A. S's. Signature," "For F. S's. Signature" and "For H. F. M.'s Signature."

(Intd.) F. Y. J.  
9-11-39.

It appears necessary to give more positively definite instructions with reference to the use of the 'urgent' slips on the files that come up to me or have to be submitted to H. F. M. In a number of cases I have noticed that when once an 'urgent' slip is attached it continues for ever. Sometimes cases have been received marked with 'urgent' slips, which, considering the nature of the case, was not justified. The object in sending up a file red-slipped is that it may attract immediate attention of the officer receiving it; but if unimportant cases also get labelled as 'urgent' the object is frustrated to a considerable extent. In future I would like the following rules to be enforced:—

1. There will be two kinds of slips to be used—(a) a red slip with the word "urgent" printed on it, and (b) a blue slip with the word "immediate" printed on it.

2. Those cases which in the opinion of the Branch Officer must be disposed of in the course of the day will be labelled "immediate"; and those cases which are required to be put up on a particular date but which considering the nature of the case are not absolutely necessary to be disposed of in the course of the very day, may be labelled "urgent."

3. With reference to cases that are to come up to me or are to be submitted to H. F. M., the Branch Officer will be responsible to see that the cases come up properly labelled and that unnecessary labels are removed.

4. If a sega submits an "immediate" case to the Branch Officer and the Branch Officer submits the case to me, the Segas will not close until they obtain the Branch Officer's orders and the Branch Officer will not leave office until he has phoned up to me or sent up a chit marked "immediate" asking for orders whether the Segas should wait or they can close, the idea being that when once a Segas decides that a case must be disposed of in the course of the day it should not believe that its duties end by merely submitting the case, it must wait to carry out the orders that are received on that case.

5. If the next working day happens to be a closed day, the responsibility fixed for files marked "immediate" will apply also to files marked "urgent."

18th Mehir 1339 F.

Mr. Qader Husain has had charge of the Finance office Library work and the Finance Department is obliged for all the trouble he took. As he is now permanently fixed up in Nizam College, the Assistant Financial Secretary in charge of the English Branch will henceforth hold charge of the Finance office Library. He will be responsible not only for the proper control of the Library and for keeping up to date collection of books of general departmental interest but will also be responsible for obtaining and stocking in right time official and technical publications of which a complete list will be made and submitted to H. F. M. from time to time for information.

F. Y. J.  
14-11-39 F.

20th Meher 1339 F.

During the Hon'ble the Finance Member's trip to Europe the Financial Secretary will carry on the work conformably to the provisions in the Hon'ble the Finance Member's note approved by the Executive Council. Subject to final confirmation by the Hon'ble Finance Member he shall finally dispose of all matters in which he thinks he does not require special instructions.

2. The reports of the cases decided, as now prepared by the Seghas shall continue to be kept in the same form except that the Seghas will prepare two copies, one remaining in the file and the other meant for the Hon'ble the Finance Member. These reports will accompany the weekly letter from the Financial Secretary, *i.e.*, papers of Monday will be in one packet, papers of Tuesday in another and papers of Wednesday in another packet, and these packets will be clearly labelled as reports for that particular day.

3. The Financial Secretary in his weekly letter shall discuss or explain the general course of affairs during the week and as an accompaniment to this letter he shall also send up notes on cases on which he may think it necessary to obtain the Hon'ble the Finance Member's instructions. Urgent papers requiring immediate attention will come in a separate bundle marked "Immediate."

4. Papers from the Railway Board and from the Agent shall continue to be received in the Finance Office as if the President of the Railway Board was present.

5. The Financial Secretary shall send to the President copies of such communications from the Agent which he may consider necessary to be brought to the notice of the Hon'ble the Finance Member or which in his opinion require orders from him.



6. Copies of letters from the Railway Board to the Agent or from the Agent to the Board will not be sent as the Hon'ble the Finance Member will be able to see them at the Board's Office in London.

(Intd.) F. Y. J.

16-11-39. F.

(Intd.) A. H.

7-12-39 F.

## 44

As at present advised I propose leaving this for Bombay en route for England to-morrow afternoon, Monday, the 15th September 1930.

All important papers upto Thursday, the 18th September should be sent to me to Bombay day to day.

My postal address will be :—

c/o POSTE RESTANTE,

Bombay.

and telegraphic address :

c/o TYABJEE,

Bombay.

After this date papers should be sent according to the orders already issued.

(Intd.) A. H.

14-9-30.

Dated, 13th Aban 1339 F.

## 45

All Seghas of F. O. will please note that cases regarding grant of aid to Newspapers, Magazines and Periodicals will be dealt with by the English Branch.

(Intd.) F. Y. J.

Dated, 13th Aban 1339 F.

## 46

In continuation of Office Order No. 43 of 20th Mehir 1339, the following Office Order is issued :—

The D. F. S., Mr. A. C. Bertie, will, as before, remain in charge of the arrangements for the despatch of papers to H. F. M. His special attention is invited to paras. 2 and 3 of Office Order No. 43. As the papers have to be sent separately from day to day, he should kindly see that he takes from the Segas concerned the necessary papers. In case any Segha has no papers to give, they should give a no-paper certificate.

The D. F. S. will kindly see that all private papers received are duly despatched.

Similarly, the papers received back from H. F. M. will come to D. F. S. who will make arrangements for distribution to the Segas concerned after they have been seen by me.

Mr. Kasim Sheriff will be responsible to prepare copies of all the Firmans received and hand them to D. F. S.

(Intd.) F. Y. J.  
13-12-39.

*Dated, 24th Aban 1339 F.*

47

Until further orders, Mr. Ansari is relieved of (a) the Old Railway Shares except the confidential file about 15 per. cent Railway shares and (b) the European and Asiatic Scholarships work, which will now be looked after by Mr. Munim and Mr. Taraporvala respectively.

(Intd.) F. Y. J.  
24-12-39.

*24th Aban 1339 F.*

48

The practice is that when Bank Orders are issued, "checked and passed" stamp is put on it and officers concerned initial against "checked and passed." No dakla remains in the draft that remains in the file. In future a similar stamp to be similarly initialled should be put on the draft to show who dealt with the outgoing letters.

(Intd.) F. Y. J.  
24-12-39.

*24th Aban 1339 F.*

49

When there are long manuscript drafts, a clean typed copy of the draft should invariably be kept in the file.

(Intd.) F. Y. J.  
24-12-39.

2nd Azur, 1340 F.

1

Sahibzada Sahab Nawab Basalat Jah Bahadur proposes to visit the Finance Office at 10-30 A.M. on Saturday the 6th Azur 1340 F.

All Gazetted Officers, Superintendents and Clerks are requested to attend office punctually at 10 o'clock and keep their respective Seghas neat and clean.

Gazetted Officers must wear mansabdari and belt. Mr. Iyer will take instructions from me Thursday.

(Intd.) F. Y. J.  
2-1-40.

*Dated, 7-1-40 F.*

2

Sahibzada Nawab Basalat Jah Bahadur will again inspect the Finance Office on Tuesday, the 9th Azur 1340 F. at 10 o'clock.

The Registrar should see that all arrangements are complete.

Sahibzada Sahab was taken round the Finance Office Segas to-day and now what remains will be the Daftar-i-Diwani to inspect. The Registrar may kindly let Nazim Sahab also know.

11-10-1930.

(Intd.) F. Y. J.  
6-1-40.

*Dated, 22-1-40 F.*

3

There are the following permanent 3rd grade vacancies :—

1. Due to the confirmation of Mr. Bashiruddin in the Custom Department.
2. Due to the demise of late Safiulla Qadri of Commerce and Industries Branch.

Mr. Syed Gowher Ali senior most S. P. T. is appointed permanently vice No. 1. This appointment will be considered to have taken effect from the date of vacancy, i.e., 26-12-1338 F. Mr. Bashiruddin's confirmation in Customs Department or from 13th Amerdad 1339 F. Mr. Syed Abdul Wahab who has hitherto been working as S. P. T. is appointed permanently to 2nd vacancy.

On the S. P. T. vacancy which occurs by Mr. Gowher Ali being made permanent is given to Mr. Mujtaba Ahmed Matric. son of late Hafiz Abdul Latif.

The last two appointments will have taken effect from 1st Aban 1339 F.

The postings are made as follows :—

- (a) Messrs. Syed Gowher Ali and Syed Abdul Wahab will continue to work in Mal Branch.
- (b) Mr. Mujtaba Ahmed is allocated to Reserve Section but like late Mr. Safiullah Quadri he will work in Mal Branch.

(Intd.) F. Y. J.  
15-1-40 F.

*Dated, 28-1-1340 F.*

4

The Press Commissioner called our attention to a past issue of a local paper; and as no regular files of these Local papers are maintained in the office, the paper when required was not available.

In order that such difficulty may not be felt in future, the Peshi Clerks (Messrs Kasim Sharif and Md. Mohsin) should the same day kindly return the newspapers they get to the Library Clerk.

The clerk in charge of the library should watch the receipt of the newspapers from the Peshi Clerks and keep separate monthly files for each newspaper.

(Intd.) F. Y. J.  
*Financial Secretary.*

*Dated, 27th Farwardi 1340 F.*

5

The existing arrangements for submission of papers will continue till further orders.

2. All the Gazetted Officers will kindly see that the daily reports of the work disposed of are submitted punctually to the P. A. and after waiting for 24 hours after the despatch of the report it will be assumed that H. F. M. has approved and action may be taken accordingly.

3. Some Segas have been good enough during the past to write down as to whether, in view of the traditions and the procedure that existed, a case was fit to be reported to H. F. M. Other Segas did not care. I request all Segas kindly to facilitate my work at least to this extent that where according to the ordinary practice a case should go to H. F. M. they should put down "To be reported to H. F. M."

4. In addition to these reports about routine work which will go to H. F. M., I shall manage that important cases are specially reported. The procedure for this would be that at the end of the day I shall prepare a list of the important cases disposed of, and at my discretion, if necessary, send along files. When the list goes to H. F. M. he would, if he likes, see the files submitted and also send for any other files that he wants. When these files are returned to the Segas they will find the word "Reported" put in there by me; if there is no such word put in, they should bring it to my notice. The list that shall be prepared of the important cases disposed of will be in triplicate, one will be circulated for information to the Segas, one will go to the P. A. and one will remain with me. Mr. Mohsin will kindly make up a file for these lists.

5. Ordinary Guzarishes and papers which have to be signed by H. F. M. before they go to H. E. P. will be fair copied and after my signature sent up to the P. A. who would obtain H. F. M's. signature.

(Intd.) F. Y. J.  
27-5-40.

31st *Farwardi* 1340 F.

6

During the summer office has to work from 7 A.M. to 12 noon. But so long as Plague continues and some people are still residing in Plague camps the office hours will be from 8 A.M. to 1 P.M. from Saturday the 2nd *Adibehisht* and will continue until further orders.

(Sd.) FAKHR YAR JUNG,  
*Financial Secretary.*

*Dated, 4-6-1340 F.*

7

From to-morrow the Office working hours—will be 10 to 4.

(Intd.) F. Y. J.

4-6-40 F.

*Dated, 5th Ardibehisht 1340 F.*

8

It is feared that our revenue on account of various remissions and reductions, especially of Customs, will fall about by one crore. It is also very probable that our receipts for the next triennium

may not show an increase as might have been expected but rather a decrease. H. F. M. has been pleased to decide therefore that the Finance Department should exercise the greatest possible scrutiny over all proposals for expenditure and especially turn down all *concessions* which are not justifiable purely in the public interest. Noting should therefore be usually restricted to the exercise of financial scrutiny and no opinion expressed about the desirability or permissibility of overriding ordinary rules unless it was warranted purely in public and not personal interest.

(Sd.) F. Y. J.  
5-6-40.

*Dated, 9-6-1340 F.*

9

As at present advised I shall be leaving for Delhi to-morrow, the 13th March, by the Kazipett-Bellarshah line, and hope to be back by about the end of this month. I shall wire the exact date and programme from Delhi.

As regards papers, the same procedure that was followed when I was in London should be followed, only it will be from day to day and not weekly.

My postal address will be :—

c/o S. A. HYDARI, Esq., I.C.S.,  
5 York Road,  
NEW DELHI.

and my telegraphic address :—

care HYDARI,  
York Rod,  
NEW DELHI.

(Intd.) A. H.

(Intd) F. Y. J.  
7-6-40 F.

12-3-31.

As per F. D. Circular No. 7 dated 4-6-1340 F. the Office hours will be from 8 A.M. to 1 P.M. with effect from 1st Khurdad 1340 F.

This to remind all Seghas.

(Intd.) V. M. D.  
31-6-40 F.

From Saturday the 2nd Ardibehisht 1340 F. office will work from 7 A.M. to 12 noon on account of summer. In the case of people who live in camps on account of plague, a concession of one hour will be given, *i.e.*, instead of coming at 7 A.M. they can come at 8 A.M.

28th Farwardi 1340 F.

(Intd.) F. Y. J.  
28-5-40 F.

Dated, 12-6-40 F.

## 10

Office Order No. 8 dated 5-6-1340 F. is hereby recalled copies thereof may be returned to Account Segha.

(By order.)  
(Intd.) V. M. D.  
12-6-40 F.

## 11

As at present advised I shall be leaving this for Bombay this evening and hope to be back on Thursday, the 2nd April.

Papers of Tuesday, the 31st may be sent to Bombay by a peon to meet me on Wednesday morning. In case there are many papers, otherwise to Wadi on Thursday morning.

My telegraphic address will be :

c/o TYABJEE,  
Bombay.

30-3-31-

(Intd.) A. H.

Dated, 27th Ardibehisht 1340 F.

## 12

The F. S. is going on Privilege Leave for 22 days with effect from 1st Khurdad 1340 F. The Office work will go on as heretofore, with this modification that the opinions recorded by the Assistants Secretary will not issue until the H. F. M. has returned the daily reports duly seen. Also cases which would have been dealt with by the F. S. will go out under Assistants Secretary's signature. Only those cases which F. S. would have sent to H. F. M. will go to H. F. M. and all the rest will be reported to H. F. M. with the opinions as proposed by the Assistants Secretary.

(By order.)  
(Intd.) V. M. D.

## 13

In continuation of Office Order No. 12 of 27th Ardibehisht 1340 F., it is further notified, for information of all the Gazetted Officers, that I shall formally hand over charge to-morrow afternoon, but as I have to dispose of some urgent cases before I go the Hon'ble the Finance Member has agreed that the Office Order of 27th Ardibehisht 1340 F. referred to above will be enforced from to-day and papers will go up direct to the Hon'ble the Finance Member except those which the Hon'ble the Finance Member sends to me or which I specially call for. I shall be availing of my leave from 1st Khurdad, but I shall remain till the 2nd Khurdad afternoon to dispose of the special cases I have in hand.

30-6-1340 F.

(Intd.) F. Y. J.  
30-6-1340 F.

*Dated. 9th Khurdad 1340 F.*

## 14

As at present advised I propose leaving this for Bombay to-morrow evening, the 15th April and hope to be back on the morning of Monday, the 20th April.

All papers should be sent to me from day to day by post, and papers of Saturday, the 18th should be sent to meet me in Bombay by a special messenger on the morning of the 19th.

During my absence Mr. Datar will be in charge of the office. As to the disposal of cases, all cases will be disposed of as at present by the Assistant Secretaries on their own responsibility, but with regard to urgent cases which would have come up to me had I been here my orders should be obtained by wire, but if there are any urgent cases which cannot even wait to get a reply by wire, orders should be issued in consultation with Mr. Datar, and I be informed by wire.

My postal address will be :—

c/o POSTE RESTANTE,  
Bombay.

and my telegraphic address :

c/o TYAB JEE,  
Bombay.

(Intd.) A. H.  
9-12-40.

14-4-31.



## ALL ASST. SECRETARIES,

I find that no proper method is adopted with regard to the different records in the various stages of proceedings of any committee. There ought to be in the first place separate complete files in chronological order of (1) all Agenda (with their notes) and all the minutes of the meetings; (2) then there ought to be separate files made up of each of the subjects dealt with by the Committee which will have a copy of the Agenda with the notes and the resolutions taken on them; these copies should show the date of the meetings and who were present. Thirdly, a file which ought to show how the particular committee was constituted and what was its constitution, and any changes in them subsequently.

The case which immediately led me to make these remarks is Commerce and Industries file, which relates to the patenting of a machine and yet with it are important papers regarding various questions of the Industrial Fund.

(Intd.) A. H.

IN TRAIN  
6-4-31.

*Dated, 29-7-1340.*

Mr. Taraporvala in future hold charge of general office arrangements like his predecessor Mr. Bertie.

He will control :—

- (1) Mousula
- (2) Majaria
- (3) Menial establishment
- (4) General cleaning of the office under charge of the house-keeper.

(Intd.) F. Y. J.  
29-7-1340 F.

30th Khurdad 1340 F.

In hunting upon decisions I feel we are not still quite up to mark. In a number of cases I have noticed that while I remembered that a certain decision was taken, the file concerned could not put up. It has been ordered a number of times that in every Segha Superintendent's note-book about decisions should be complete. I shall be obliged if all the G. O's. will kindly send me through Segha Hisab a note by personal inspection as to how far the orders for the maintenance of note-books are carried out.

(Sd.) F. Y. J.  
30-7-1340 F.

As at present advised I propose leaving this for Bombay this evening and hope to leave Bombay for Hyderabad on Sunday morning. If necessary, I shall wire to you on Saturday morning as to when and where the papers should be sent. My Telegraphic address will be *c/o TYABJEE, BOMBAY.*

(Intd.) A. H.  
6-5-31.

5th Teer 1340 F.

I am leaving for Simla to-day by the Grand Trunk Express. All papers should be sent to me day to day to Simla until further orders.

My address will be :—

*c/o M. S. A. HYDARI, Esq., I. C. S.,  
Castle Grove, Simla.*

My telegraphic address will be :—

*c/o AGRISEC,  
Simla.*

(Intd.) A. H.

5th Thir 1340 F.

H. F. M. is proceeding to Simla to-day.

Cases which are marked by me to be submitted to H. F. M. will, of course, have to go.

With reference to cases that are to be reported under para. 2 of the Office Order No. 5 of 27-5-1340, the Seghas had to wait for 24 hours after the despatch of a report after which they were authorised to assume that action could be taken. In future action will not be deferred on cases which have got to be reported, except in important cases where I shall put down that approval may be awaited. In that case, Seghas will have to wait for 24 hours after the time when the papers calculated to reach H. F. M.

(Intd.) F. Y. J.  
5-8-1340 F.

H. F. M.

In view of the rush of the work particularly on account of the budget, I feel I do not find it possible to pull on with the work. I suggest that the Assistant Secretary should be given the power to dispose of the cases just as they do during my absence on leave. They have orders to hold back issue of orders for 24 hours in case any amendment is necessary. Formerly these files used to come to me, but now they will not. They used to send up the report direct to you: and they will send this report through me; they will send it marked "Urgent" and I shall see that I submit it in the course of the day so that if any file has to be detained it may be done within the allotted time.

As in other Secretariats and specially as in P. W. D., the Assistants may sign all fair letters and opinions on Guzarishes for Secretary; only bank orders, the F. O. Guzarishes and Arzdashts will come up to me for signature.

(Intd.) F. Y. J.  
1-9-1340 F.

I agree. I suppose this will be during Budget pressure for about 6 months.

(Intd.) A. H.  
1-9-40 F.

*2nd Amerdad 1340 F.*

21

We are supposed to complete reviewing the budgets by the 6th Amerdad. Any budget proposals that are in the Seghas after noting should at once be handed over to the Branch and not sent to me so that I might see those proposals when Mr. Datar brings up the budgets.

(Intd.) F. Y. J.  
2-9-40 F.

*Dated, 4-9-1340 F.*

22

As Mr. Datar is busy with the budget, till Mr. Munim comes back the work of the Commerce and Industries Department may kindly be seen by Mr. Syed Aziz.

(Intd.) F. Y. J.  
4-9-40 F.

In this file it has been decided that pending decision of the general question--the private presses should be paid at the rates recommended by the late Mr. Jagdesan for the Government Press (please see para. 62 page 81). In the Adalat Branch File No. 305/28 of 1337 F., we have however taken a different view and said that pending settlement of the general question payment should be made at Mr. Fisher's rates sanctioned in 1329 F. This seems to be the only practicable course at the present moment because the question of the Government Press overheads is still under consideration, and we cannot very well allow high rates of overheads to private presses which we are wavering to allow the Government Press.

We cannot at this stage decide the general question of the basis on which bills of private presses should be paid--and will have to wait until the question of the Government Press overheads is settled. In the meantime the bills of the Private Press may be allowed to be paid at the old rates sanctioned in 1329 but if in any individual case the Press Department recommends a higher payment they should say what the charge on the basis of 1329 F., rates and those of Mr. Jagdesan will be. They should in applying Mr. Jagdesan's rates make a suitable reduction under overheads because it is well known that the overhead charges of the Private Presses are negligible as compared with those of the Government Press.

(Intd.) K. M. A.  
3-9-40 F.

I agree. If this is approved by H. F. M., all the Seghas should note and we should inform in this particular case the Department concerned.

(Intd.) F. Y. J.  
4-9-40 F.

(Intd.) A. H.  
5-9-40 F.

29th June 1931.

As at present advised I am leaving this for Bombay this evening and will be back on Saturday evening the 4th July or Sunday morning the 5th. All papers should be sent to me day to day to the following address :--

c/o CAMAR S. TYABJEE, ESQ.,  
AGENT, NAPEAN HOUSE,  
(NIZAM'S PALACE), MALABAR HILL,  
Bombay.

My Telegraphic address will be :—

c/o TYAB JEE,

*Bombay.*

The papers of Thursday the 2nd July may be sent by a peon to meet me in Bombay on the morning of Friday the 3rd July.

(Intd.) A. H.

*Dated, 3-9-1340 F.*

## 23

Whenever Segha sanction any proposals for purchase of furniture they should let English Branch know.

(Intd.) F. Y. J.

8-9-1340 F.

12-10-40

## 24

Under Farman Mubarak of 12th Jamadi I, 1349 H. the Finance Department has been made responsible for the investment of the Paigah monies, and therefore as soon as the annual accounts close, which usually takes place in Khurdad, the Segha concerned should call upon every Paigah to remit to the Central Treasury the amounts which under the rules have to be invested.

(Intd.) F. Y. J.

11-10-40.

*Dated, 16-10-40*

## 25

Sir R. Glancy's remarks dated 29-3-1917 (Atiat Branch file No. 72/1 of 1310) are reproduced below, explaining in what form the Segha notes are to come.

"Assistant Secretary has taken recently to confining his remarks to a few lines. I do not want English notes from clerks but from Assistant Secretaries. Note clearly and fully on this case and in all cases in future on the lines I have laid down for noting in Finance Department and send this case up again properly noted on."

(Sd.) R. Glancy.

29-3-1917.

These orders still stand and are expected to be followed. In fact, in difficult cases, the noting should be by the Assistant Secretary in charge summarising the whole case and further when he has expressed opinion he should put up draft opinion in the form he considers best.

(Intd.) F. Y. J.

16-10-40.

*Dated, 1st Meher 1340 F.*

26

As discussed this morning, I shall not send any cases to you except those which I consider absolutely essential and it will be assumed for all practical purposes that from to-day I am working under the rules framed for guidance for disposal of work during your absence.

(Intd.) F. Y. J.

1-11-40.

رویداد اجلاس باب حکومت سرکار عالی

منعقد ۲۶۵ - شہریور ۱۳۴۰

صدر نشین

عالیجناب راجہ راجایان مہاراجہ سرٹنن پرشاد بہادر

یمن السلطنتہ پیشکار و صدر اعظم باب حکومت سرکار عالی

اراکین

- ۱ - جناب سر اکبر نواب حیدر نواز جنگ بہادر صدر المہام فیمناس۔
- ۲ - جناب لفتنٹ کرنل سر شیونکس ٹرنج صدر المہام مال و کوٹوالی۔
- ۳ - جناب نواب لطف الدولہ بہادر صدر المہام عدالت و امور مذہبی۔

مقدمہ

معزز اراکین فیمناس، مال اور سیاسیات کی دوسری مرتبہ

روند ٹیبیل کا نفرس میں شرکت کے لئے روانگی کے ضمن میں طے ہایا کہ بصیغہ فینانس و ہی انتظام ہوگا جو گذشتہ مرتبہ کونسل کی سفارش پر بارگاہ خسروی سے شرف منظوری حاصل کر چکا ہے صیغہ صنعت و حرفت و زراعت و امداد باہمی کی نسبت تجویز ہوئی کہ مشرکانس صدر ناظم و معتمد حسب تصفیہ سابق اقتیارات استعمال کریں البتہ امداد باہمی کے صیغہ میں ایسی کارروائیاں جو اون کے صوابدید میں اہم ہوں باطلاع صدر المہام متعلقہ پیش کریں ۔

انڈسٹریل ٹرسٹ فنڈ میں حسب سابق بجائے صدر المہام فینانس معتمد صاحب فینانس شرکت کریں اور صدر المہام صاحب صنعت و حرفت کی جگہ مشرکانس لیں ، نواب عقیل جنگ بہادر تیسرے رکن رخصت پر ہیں لہذا اون کی واپسی تک نواب ولی الدولہ بہادر رکنیت کا کام انجام دیں ، کونسل متوقع ہے کہ مستقل اراکین کمیٹی کی واپسی تک انڈسٹریل ٹرسٹ کمیٹی کوئی اہم معاملات ہاتھ میں نہ لیں گی ۔

ف۔ حسب صراحت صدر احکام جاری ہوں اور چونکہ یہ معاملہ سابق میں اعلیٰ حضرت کی منظوری حاصل کر چکا ہے اور ضمن منظوری رخصت نواب عقیل جنگ بہادر کونسل کی سفارش جو جملہ انتظام صدر پر حاوی قلمی منظور ہو چکی ہے اطلاعی معروضہ گذرانا جائے فقط

شرح دستخط

عالیجناب سر مبارک احمد صدر اعظم بہادر

